

Date:13-06-2002

OFFICIAL MEMORANDUMSub:- Provision of Sabbatical Leave to the
Faculty staff - terms and conditions - reg.

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The Governing Council have approved to amend the Kidwai Memorial Institute of Oncology (Pay, Recruitment, Conditions of Services and Miscellaneous) Rules vide their meeting held on 25.01.2002; as detailed below:-

1. TITLE:- These Rules are called Kidwai Memorial Institute of Oncology (Pay, Recruitment, Conditions and Miscellaneous provision) Rules 2001.
2. These Rules come into force with effect from 25-01-2002.
3. Insertion of Rule 5(9) under other provisions - Annexure - 2, Chapter-I (Conditions of service Rules).

RULE 5(9) Sabbatical Leave:-

- (i) Sabbatical Leave shall be granted to the Faculty staff who has served the Institution continuously for a period of Ten years or more;
- (ii) Sabbatical Leave shall be granted for a maximum period of One year;
- (iii) Sabbatical Leave shall not be combined with any other kind of leave;
- (iv) After availing Sabbatical Leave the Faculty shall serve the Institute for Five years;
- (v) If the Faculty Member fails to report for duty after availing the Sabbatical Leave; the Sabbatical Leave period will be treated as Un-authorized Absence and Disciplinary Proceedings will be initiated as deemed fit as per Institute Rules;
- (vi) The Faculty staff who is on Sabbatical Leave should rejoin his post in the Institute immediately on its expiry.
- (vii) The period of Sabbatical leave is considered as continuous service and Seniority, Increments, Promotions and other service benefits shall be granted during the leave period. However no monetary benefits towards increment arrears will be paid during the leave period.

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- (viii) No salary shall be paid during the Sabbatical Leave and there is no other Financial implication on the Institute;
 - (ix) While granting Sabbatical Leave, only one person at a time from the Department as per the Seniority will be considered;
 - (x) Sabbatical Leave will be granted to the Faculty staff who has a minimum of Seven years of service for Superannuation/Retirement;
 - (xi) The sanction of Sabbatical Leave shall be at the discretion of Director of the Institute;
4. The Faculty staff who intend to avail the facility of Sabbatical Leave should abide by the following additional conditions:-
- (a) He/She should apply for sanction of Sabbatical leave atleast 3 months earlier to actual date of commencement of Sabbatical Leave.
 - (b) He/She should obtain advance permission from the Director, Kidwai Memorial Institute of Oncology, before corresponding with the prospective avenues regarding utilisation of Sabbatical Leave.
 - (c) The employee should make all arrangements for the payment of monthly subscriptions from his/her salary in advance before proceeding on Sabbatical Leave for one year.
5. The Faculty staff should swear an affidavit on oath in a stamped paper of value of Rs. 100-00 (Rupees One hundred only) mentioning the following details:-
- (1) He/She shall abide by the existing rules of Institute and KCCR 1957 and other Service Rules;
 - (2) He/She shall serve the Institute for 5 years after availment of Sabbatical Leave.
 - (3) He/She will report for duty immediately after the completion of Sabbatical Leave failing which he/she is liable for initiation of Disciplinary Proceedings;
 - (4) He/She is not entitled for salary and no financial commitment on the part of the Institute during the period of Sabbatical Leave.
 - (5) He/She will not request for extension of leave after completion of Sabbatical Leave.

Copy to:-

1. Medical Superintendent
2. Chief Administrative Officer
3. Financial Adviser
4. All the HOD's/Unit Heads of the Institute
5. Resident Medical Officer (6) P.A. to Director
7. Establishment Superintendents (8) Account Section
9. Office copy.

DIRECTOR.

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